State Professional Development Center
2015 Summer Semester
- May, June, July, August

Course	Session Nbr	Class Name	Dates & Times	Cost	Register
PD5098	0008	**Writing Clearly and Concisely**	**May 5** 8:30 a.m. - Noon	$95	**Register**
PD2028	0013	**Performance Management: The Basics FULL** (Individual class within Effective Management Series)	**May 6** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD3009	0063	**Meeting Minutes**	**May 7** 8:30 a.m. - Noon	$95	**Register**
PD5018	0027	**Initiating & Navigating the RFP Process**	**May 7** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD2003	0068	**Delicate Balance: Privacy & the Right to Know**	**May 12** 8:30 a.m. - Noon	$95	**Register**
PD4019	0018	**Generations in the Workplace**	**May 12** 8:30 a.m. - Noon	$95	**Register**
PD2010	0053	**Documenting Disciplinary Action** (Individual class within Effective Management Series)	**May 13** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5095	0007	**Effective E-mail Writing**	**May 14** 8:30 a.m. - Noon	$95	**Register**
PD4005	0027	**Male/Female Communication**	**May 19** 8:30 a.m. - Noon	$95	**Register**
PD5084	0008	**Effective Management Series Simulation**	**May 20** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD1036	0048	**Managing Multiple Priorities**	**May 21** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5094	0004	**Contract Management**	**May 21** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD4003	0025	**Facilitating Groups**	**May 27 & June 3** 8:30 a.m. - 4:30 pm.	$190	**Register**
PD5086	0004	**The Excellent Public Manager**	**May 27; June 3, 10, 17, 24 & July 8** 8:30 a.m. - 4:30 p.m.	$505 + 10% materials fee	**Register**
	PD5077 /0007	**Performance-Driven Leadership**	**May 27** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5078 /0006	**Leading Innovation**	**June 3** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5079 /0007	**Governance Web 2.0**	**June 10** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5080 /0008	**Evidenced-Based Management**	**June 17** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD1007 /0010	**Decision Making**	**June 24** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5087 /0006	**Citizen Engagement in the 21st Century**	**July 8** 8:30 a.m. - 4:30 p.m.	$123	**Register**

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PD5096	0004	**Grammatically Correct Writing**	**June 4** 8:30 a.m. - Noon	$95	**Register**
PD5064	0016	**Excel - Beginning**	**June 4** 9:00 a.m. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**
PD5071	0012	**From Me to We: Effective Collaboration** (Based on Stephen Covey's 7 Habits)	**June 4 & 11** 8:30 a.m. - 4:30 p.m.	$190	**Register**
PD5082	0009	**Effective Management Series**	**June 9, 16, 23;** **July 7, 14, 21, 28 & August 4** 8:30 a.m. - 4:30 p.m.	$570 + 10% materials fee	**Register**
	PD5104 /0003	**Supervision for the 21st Century** (AKA Approaching Supervision)	**June 9** 8:30 a.m. - 4:30 p.m.	$123 + $15 Gallup Assessment Fee	**Register**
	PD5049 /0012	**Strategic Planning**	**June 16** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5027 /0021	**MBTI & Communication**	**June 23** 8:30 a.m. - 4:30 p.m.	$123 + $30 MBTI Assessment & Guide	**Register**
	PD1017 /0055	**Managing Conflict**	**July 7** 8:30 a.m. - 4:30 p.m.	123 + $17 Thomas Kilman Conflict Instrument	**Register**
	PD5103 /0003	**HR Topics** (Interviewing & Hiring)	**July 14** 8:30 a.m. 4:30 p.m.	$123	**Register**
	PD2028 /0014	**Performance Management**	**July 21** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD2010 /0054	**Documenting Disciplinary Action**	**July 28** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5084 /0009	**Effective Management Series Simulation**	**August 4** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD3006	0035	**Writing Job Descriptions**	**June 10** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5099	0004	**The Respectful Workplace Rescheduled**	~~April 2~~ **June 10** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD1044	0004	**PowerPoint 2010: Beginning**	**June 11** 9:00 a.m. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**
PD1043	0009	**Developing Coaching Skills**	**June 16** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5056	0022	**Roberts Rules of Order** *Webinar*	**June 19** 10:00 a.m. - 11:30 a.m.	$70	**Register**
PD1032	0009	**Teambuilding**	**June 23** 8:30 a.m. - 4:30 p.m.	123 + $15 Parker Survey	**Register**
PD5098	0009	**Writing Clearly and Concisely**	**June 25** 8:30 a.m. - Noon	$95	**Register**
PD5065	0026	**Excel - Intermediate**	**June 25** 9:00 am. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**

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PD5102	0002	**Developing a Customer Service Culture Series**	**June 25; July 9, 16, 23, 30 & August 6** 8:30 a.m. - 4:30 p.m.	**$505 + 10% materials fee**	**Register**
	PD5111 /0003	**Principles of Customer Service**	**June 25** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5093 /0006	**Employee Accountability**	**July 9** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5112 /0001	**Challenges in Customer Service**	**July 16** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5107 /0003	**Catch the FISH!® Philosophy**	**July 23** 8:30 a.m. - 4:30 p.m.	123 + $16 FISH! Manual	**Register**
	PD4001 /0040	**Effective Communication Skills**	**July 30** 8:30 a.m. - 4:30 p.m.	$123	**Register**
	PD5101 /0002	**Customer Service Series Synthesis**	**August 6** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5095	0008	**Effective E-mail Writing**	**July 7** 8:30 a.m. - Noon	$95	**Register**
PD5046	0044	**Exploring Emotional Intelligence**	**July 9** 8:30 a.m. - 4:30 p.m.	$123 + $34 Talent Smart EQ Self-Assessment	**Register**
PD5067	0033	**Excel - Advanced**	**July 14** 9:00 a.m. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**
PD3005	0046	**WARM - Writing Administrative Rules**	**July 15** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD5066	0029	**The Leadership Challenge Series**	**July 22, 29 & August 5** 8:30 a.m. - 4:30 p.m.	$400 + 10% materials fee	**Register**
PD5097	0005	**Punctuation for Clarity**	**July 30** 8:30 a.m. - Noon	$95	**Register**
PD5099	0005	**The Respectful Workplace**	**August 6** 8:30 a.m. - 4:30 p.m.	$123	**Register**
PD3009	0064	**Meeting Minutes**	**August 11** 8:30 a.m. - Noon	$95	**Register**
PD1023	0026	**Remote Management**	**August 11** 8:30 a.m. - Noon	$95	**Register**
PD5064	0017	**Excel - Beginning**	**August 11** 9:00 a.m. - 3:00 p.m.	$110 + $10 Lab Fee	**Register**
PD4002	0047	**Effective Presentations**	**August 12, 13** 8:30 a.m. - 4:30 p.m. **August 18** 8:30 a.m. - noon	$245	**Register**